

LINCOLN SUPRIOR COURT
123 Park Place
Hometown, IN 24567

April 4, 2002

William F. Carey, Administrator
Court Alcohol and Drug Program
Indiana Judicial Center
115 West Washington Street, Suite 1075
Indianapolis, Indiana 46204-3424

Re: Lincoln Superior Court Alcohol and Drug Program

Dear Bill:

Pursuant to requirements of the IC 12-23-14, this letter hereby requests the approval by the Indiana Judicial Center of the establishment of the Lincoln Superior Court Alcohol and Drug Program. I am enclosing the completed application and the documents to support this application. I am also enclosing an initial draft of our policy and procedure manual for your review and comments.

We are scheduled to appear before the Lincoln County Council on May 10, 2002. At that time the salary ordinance and creation of the position for Program Director will be presented.

Please advise me if there is anything further needed or if there are any problems with the enclosed application.

Sincerely,

Joe M. Smith, Judge
Lincoln Superior Court

JMS/la